

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 70.01	Issue 1	Page 1 of 7
CITY TRAINING POLICY AND ESTABLISHMENT OF TRAINING ADVISORY COMMITTEE	Effective Date April 15, 1996		

1. Purpose

- 1.1 To establish a training policy to: a) ensure that all employees receive training necessary to carry out their jobs; b) support staff in their career development and in optimizing their levels of individual performance; and c) promote training and development of employees as an intrinsic part of the City's departments and programs.
- 1.2 To ensure that each department, major division or program specifically designates the coordination of training functions to an individual or office.

2. Scope

- 2.1 This regulation applies to all City employees.

3. Definitions

- 3.1 Training - Learning experiences that enhance knowledge and development of workplace skills.
- 3.2 Employee Development/Personal Growth - Optional trainings that enhance knowledge and education related to the current job, career advancement, or wellness.
- 3.3 Tuition Reimbursement - City-funded program that reimburses employees for course work taken through accredited institutions and organizations. (See A.R. 70.30, tuition Refund Plan)

(Supersedes Administrative Regulation 70.01, Issue 1, August 1, 1960 [repealed])

Authorized

(Signed by Ed Ryan)

(Signed by John W. Witt)

(Signed by Charles G. Abdelnour)

Auditor & Controller

City Attorney

City Clerk

(Signed by Rich Snapper)

(Signed by Jack McGrory)

Personnel Director

City Manager

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 70.01	Issue 1	Page 2 of 7
CITY TRAINING POLICY AND ESTABLISHMENT OF TRAINING ADVISORY COMMITTEE	Effective Date April 15, 1996		

3.4 Category of Training

- a. Mandated Training - Training mandated by federal, state, or local regulatory agency. Topics include: hazardous materials, occupations safety and health, public safety, and other regulatory agency required training. Note: the law requires that employees successfully complete training prior to being allowed to perform duties in potentially hazardous situations. (e.g. CalOSHA, FedOSHA, EPA).
- b. Required Training - Training required by the City Manager's Office, Department Head, or Appointing Authority, for employees of the City or of a Department, or employees within a designated job classification or occupational category.
- c. Recommended Training - Training recommended by the City Manager's Office, Department Head, or Appointing Authority, for employees of the City or of a Department, or employees, within a designated job classification or occupational category.

3.5 City-Wide Training Committee - A committee with representatives from Department/division training offices and training programs which meets on a regular basis to address training issues.

3.6 Training Information Management System (TIMS) - An automated program that assists departments in maintaining employee training records and requirements.

3.7 Department/Division Training Office(r) - A centralized section or positions within a department that has been designated by the Department director or Appointing Authority to be responsible for providing information on employee training requirements and maintaining employee training records for the Department or Division.

3.8 Training Program/Manager - A training program established by the City Manager, Administrative Regulation or Department Policy, to conduct and/or provide specific training under the direction of the Training Program Manager.

4. Policy

4.1 It is the policy of the City of San Diego to:

- a. Provide fair access to appropriate training opportunities for all City employees.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 70.01	Issue 1	Page 3 of 7
CITY TRAINING POLICY AND ESTABLISHMENT OF TRAINING ADVISORY COMMITTEE	Effective Date April 15, 1996		

- b. Comply with federal, state, and local laws and regulations regarding training requirements.
- c. Inform employees and their supervisors of training requirements and availability of scheduled classes so that they may understand and be accountable for completing appropriate training identified for their job classification occupational category.
- d. Provide employees with training opportunities appropriate to meet mandates and requirements, to maintain or enhance job performance, and to assist in employee career development.
- e. Encourage the use of the "Employee Performance Plan" to record supervisor and employee commitment to training.
- f. Advise employees of the availability of the Tuition Reimbursement Program (See A.R. 70.30, "Tuition Refund Plan").

5. Responsibility

5.1 The City Manager or designee will ensure the implementation of the Training Policy.

5.2 The Citywide Trainers Committee will:

- a. Meet on a regular basis to address training issues.
- b. Review the Training Policy periodically to ensure that it reflects the current training needs of the City.
- c. Make recommendations to the City Manager regarding employee training and development.
- 4. Assist in evaluating vendors supplying training to employees.

5.3 The Department Director or designee will:

- a. Ensure that training needs of the Department are identified and that a program to address them is developed, implemented, and effectively communicated to employees.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 70.01	Issue 1	Page 4 of 7
CITY TRAINING POLICY AND ESTABLISHMENT OF TRAINING ADVISORY COMMITTEE	Effective Date April 15, 1996		

- b. Identify appropriate resources required to meet all applicable training mandates and requirements, and provide for training necessary to safely and efficiently serve customers.
- c. Review the Department's training program/activities periodically to ensure that sufficient training is being provided for employees in each job classification or occupational category.
- d. Ensure that supervisory Employee Performance Plans include an employee training and development component as a standard for evaluation.

5.4 The Department/Division Training Office(r) or designees will:

- a. Identify specific training needs for employees in all job classifications.
- b. Locate training resources for the identified needs.
- c. Ensure that information is provided to employees regarding mandated and required training by advising personnel of upcoming training opportunities.
- d. Maintain attendance records in TIMS classes they sponsor.
- e. Maintain a file that includes course outlines, course titles, dates, length, name of instructors and signatures of attendees.
- f. Consult with supervisors on an on-going basis to ensure that training resources are appropriate to the changing needs of employees in the workplace.

5.5 The Training Program Managers or equivalents will:

- a. Conduct or supply specified mandatory or required trainings which meet subject matter requirements.
- b. Maintain attendance records in TIMS for classes they sponsor.
- c. Maintain a file that includes course outlines, course titles, dates, length, name of instructors and signatures of attendees.
- d. Provide training information to appropriate regulatory agencies as requested.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 70.01	Issue 1	Page 5 of 7
CITY TRAINING POLICY AND ESTABLISHMENT OF TRAINING ADVISORY COMMITTEE	Effective Date April 15, 1996		

5.6     The Deputy Directors will:

- a.     Ensure that Department-identified training needs are met for the Division.
- b.     Review mandatory and required trainings for their Division to verify they are current and reflective of the changing needs of Division employees.
- c.     Ensure that all Division employees are scheduled for and attend trainings.
- d.     Ensure Employee Performance Plan include standards for participation in training.
- e.     Supervisory Employee Performance Plans must also include a standard for ensuring their subordinates complete all mandated and required training.

5.7     The Supervisors will:

- a.     In conjunction with the Department/Division Training Office(r), develop procedures to ensure that their new employees are given orientation training, and that all their employees receive training which is mandated or required.
- b.     Ensure that employees enroll and attend mandatory and required trainings. Provide appropriate discipline for non-attendance and/or unacceptable behavior in trainings.
- c.     Consult with the Department/Division Training Office(r) on an ongoing basis to ensure that trainings are appropriate to the changing needs of employees in the workplace.
- d.     Assist employees in identifying their needs and encourage employees to attend performance or skill development trainings which will enhance their work performance and promote career development.
- e.     Provide technical skill and job site specific training to subordinate employees.
- f.     Maintain tailgate, line-up, or equivalent meeting records and supply copies to appropriate training programs, training office(r), and regulatory agencies, as needed.
- g.     Hold employees accountable for applying the skills acquired in the trainings to their jobs.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  CITY TRAINING POLICY AND ESTABLISHMENT OF TRAINING ADVISORY COMMITTEE	Number 70.01	Issue 1	Page 6 of 7
	Effective Date April 15, 1996		

5.8     The Employees will:

- a.     Obtain from the supervisor information on available training specific to their identified training needs.
- b.     Attend trainings as assigned or approved and demonstrate comprehension of the materials covered in the trainings to the satisfaction of the instructors.
- c.     Arrive at trainings on time, bring specified materials, participate fully and constructively in trainings.
- d.     Apply the skills learned in trainings to their jobs.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  CITY TRAINING POLICY AND ESTABLISHMENT OF TRAINING ADVISORY COMMITTEE	Number 70.01	Issue 1	Page 7 of 7
	Effective Date April 15, 1996		

APPENDIX

Personnel - Training  
Training  
Training - Training Advisory Committee  
Training - Training Information Management system (TIMS)

Reference

Administrative Regulation 70.30 Tuition Refund Plan

Administering Department

City Manager